

**United States District Court
Northern District of Texas**

**Service of Process on The United States, Its Agencies,
Corporations or Officers**

Rule 4 of the **Federal Rules of Civil Procedure (FRCP)** describes the various forms of service of process. **Rule 4(i)(1)** details how service is to be made upon the United States:

! **Rule 4(i)(1)(A)** describes the manner in which the U. S. Attorney is to be served:

Personal Service:

*by delivering a copy of the summons and of the complaint to
the United States Attorney for the district in which the action
is brought or to an Assistant United States Attorney or
clerical employee designated by the United States Attorney in
a writing filed with the clerk of the court*

In the Northern District of Texas, pursuant to a memorandum by the United States Attorney dated March 14, 2000, **service of process on the United States Attorney is executed by delivering a copy of the summons and complaint to any of the following people:**

Dallas

Linda Darr, Delois George, Carole Henderson, Cindy Mitchell, Mary Rodriguez -- **or any Assistant U.S. Attorney**

Fort Worth

Roy Jean Capio, Anita Hudson, Cynthia Lopez, Lillian McIntire, Colleen Pointer, Paula I. Smith, Ann Taylor -- **or any Assistant U.S. Attorney**

Lubbock

Janice Angelley, Judy Buckelew, Lois Carmichael, Suzanne May, Debbie Morman, Linda O'Briant, Kathleen Romines -- **or any Assistant U.S. Attorney**

Amarillo

Matilda Russell, Kathy Taylor, Donna Watson -- **or any Assistant U.S. Attorney**

Service by Mail:

by sending a copy of the summons and of the complaint by registered or certified mail addressed to the civil process clerk at the office of the United States Attorney

In the Northern District of Texas, **service is executed by mailing to the appropriate address:**

Civil Process Clerk
1100 Commerce Street
Third Floor
Dallas, TX 75242-1699

Civil Process Clerk
801 Cherry Street
Suite 1700
Fort Worth, TX 76102-6897

Civil Process Clerk
1205 Texas Avenue
C201 U.S. Federal Bldg.
Lubbock, TX 79401-4002

Civil Process Clerk
500 South Taylor Street, #300
Lobby Box 238
Amarillo, TX 79101-2442

! **Rule 4(i)(1)(B)** describes the manner for serving the Attorney General:

by also sending a copy of the summons and of the complaint by registered or certified mail to the Attorney General of the United States at Washington, District of Columbia

Service to the Attorney General is executed by mailing to the following address:

Janet Reno, U.S. Attorney General
Department of Justice
Constitution Avenue & 10th Street NW
Room B112
Washington, D.C. 20530

! **Rule 4(i)(1)(C)** describes the requirements for serving an officer or agency when the United States is the only named defendant but the validity of an order of a federal officer or agency is being attacked:

in any action attacking the validity of an order of an officer or agency of the United States not made a party, by also sending a copy of the summons and of the complaint by registered or certified mail to the officer or agency

Rule 4(i)(2) describes how service is to be made on a federal officer, agency or corporation of the United States listed on the complaint:

Service upon an officer, agency or corporation of the United States shall be effected by serving the United States in the manner prescribed by paragraph (1) of this subdivision and by also sending a copy of the summons and of the complaint by registered or certified mail to the officer, agency or corporation.